

## **AP3 – VIEW AND CORRECT VOUCHER BUILD ERRORS**

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Activity: Daily Process to View and Correct Errors

Module: Accounts Payable(AP)

Roles: AP Processor  
AP Maintainer

The Voucher Build Error Detail page is used to view voucher build errors. Departments should run this process daily to view and correct errors on a timely basis. The AP Processor and AP Approver will view and correct errors using the following steps.

- 1 – Navigate to Accounts Payable>Vouchers>Maintain>Voucher Build Error Detail
- 2 – Enter your Business Unit and click Search



1 Accounts Payable ▾ > Vouchers ▾ > Maintain ▾ > Voucher Build Error Detail

### Voucher Build Error Detail


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▽ Search Criteria

Business Unit:	= ▾	8860	
Voucher ID:	begins with ▾		
TSE Run ID:	= ▾		
Origin:	begins with ▾		
Control Group ID:	begins with ▾		
Vendor ID:	begins with ▾		
Buying Agreement ID:	begins with ▾		
Invoice Number:	begins with ▾		
Invoice Date:	= ▾		
Voucher Source:	= ▾		▾

☐ Case Sensitive

2 Search Clear Basic Search  Save Search Criteria

The Search Results will display on the bottom. Click on the Voucher ID that you are correcting to see details of the voucher error. See next page

Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

Business Unit	Voucher ID	SE Run ID	Origin	Control Group ID	Vendor ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount
8860	00003431	448295	EXV	(blank)	00000	(blank)	TEA001129573	03/18/2016	427.28
8860	00003432	448295	EXV	(blank)	EMP1232590	(blank)	TEA001130747	03/18/2016	98.9

Review the errors and click the Correct Errors link

Accounts Payable ▾ > Vouchers ▾ > Maintain ▾ > Voucher Build Error Detail

### Voucher Build Error Detail

Business Unit: 8860      Voucher ID: 00003431      [Correct Errors](#)

#### Header Errors

Field Name	Message
Vendor ID	TSE Prompt table edit; value not found in prompt table.
Vendor Location	TSE Prompt table edit; value not found in prompt table.

#### Invoice Line Errors

[Personalize](#) | [Find](#) | [View All](#) | |      First 1 of 1

Line	Field Name	Message

[Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)

Update the fields corresponding to the errors identified in the previous step. Typically, the Vendor ID is missing and needs to be identified and added.

Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail > Quick Invoice Entry

### Quick Invoice

Business Unit:	8860	*Invoice Number:	TEA001129573
Voucher:	00003431	*Invoice Date:	03/18/2016
Voucher Style:	Regular	Accounting Date:	03/18/2016
*Build Status:	Error	Prepaid Ref:	<input type="text"/> <input type="checkbox"/> Auto Apply

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Vendor:	00000	Invoice Address:	<input type="text"/>
Location:	MAIN	Remitting Addr:	<input type="text"/>

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Line Amount:	427.28	Control Group:	<input type="text"/>
Misc Amt:	0.00	Terms:	<input type="text"/>
Freight:	0.00	Currency:	USD
Sales Tax:	0.00		<input checked="" type="checkbox"/> Tax Exempt
Total:	427.28		

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Difference:	0.00	<b>Fetch Voucher Lines</b>	
		From Voucher Line:	1
		To Voucher Line:	1

## Correct the Vendor and Location information

Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail > Quick Invoice Entry

### Quick Invoice

Business Unit:	8860	*Invoice Number:	TEA001129573	
Voucher:	00003431	*Invoice Date:	03/18/2016	
Voucher Style:	Regular	Accounting Date:	03/18/2016	
*Build Status:	To Build	Prepaid Ref:		<input type="checkbox"/> Auto Apply

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Vendor:	EMP1012058	Invoice Address:	1	STEVE BACKLUND 915 L ST FL 6 SACRAMENTO CA USA 95814
Location:	MAIN	Remitting Addr:	1	

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Line Amount:	427.28	Control Group:	
Misc Amt:	0.00	Terms:	
Freight:	0.00	Currency:	USD
Sales Tax:	0.00		<input checked="" type="checkbox"/> Tax Exempt
Total:	427.28	<a href="#">Fetch Voucher Lines</a>	

After correcting the vendor information, change the Build Status to “To Build” by selecting from the dropdown list of values





Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail > Quick Invoice Entry

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**Quick Invoice**

Business Unit:	8860	*Invoice Number:	TEA001129573	
Voucher:	00003431	*Invoice Date:	03/18/2016	
Voucher Style:	Regular	Accounting Date:	03/18/2016	
*Build Status:	To Build	Prepaid Ref:		<input type="checkbox"/> Auto Apply

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Vendor:	EMP1012058 	Invoice Address:	1 	STEVE BACKLUND
Location:	MAIN 	Remitting Addr:	1 	915 L ST FL 6
				SACRAMENTO
				CA USA 95814

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## Change the Build Status to “To Build” , step 1

Add Vendor ID in Vendor field, step 2

Click Line Details, step 3

Save, step 4

Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail > Quick Invoice Entry

### Quick Invoice

Business Unit:	8860	*Invoice Number:	TEA001129573	
Voucher:	00003431	*Invoice Date:	03/18/2016	
Voucher Style:	Regular	Accounting Date:	03/18/2016	
*Build Status:	1 To Build	Prepaid Ref:		<input type="checkbox"/> Auto Apply

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Vendor:	2 EMP1012058	Invoice Address:	1		STEVE BACKLUND 915 L ST FL 6 SACRAMENTO CA USA 95814
Location:	MAIN	Remitting Addr:	1		

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Line Amount:	427.28	Control Group:			<a href="#">Payments</a> <a href="#">Session Defaults</a> <a href="#">Override Session Default</a> <a href="#">Review Errors</a>
Misc Amt:	0.00	Terms:			
Freight:	0.00	Currency:	USD		
Sales Tax:	0.00		<input checked="" type="checkbox"/> Tax Exempt		
Total:	427.28				

**Fetch Voucher Lines**

From Voucher Line: 1

To Voucher Line: 1

**3 Line Details**

Add lines

[Copy From Source Document](#)

[Voucher Build Association](#)

Save Return to Search Notify Refresh